



*Corps de la Paix Américain
Allées Papa Guèye Fall
B.P. 2534
Dakar R.P. (Sénégal)*

Peace Corps/Senegal is recruiting a **Financial Assistant/Collections Manager**. This will be a full-time position with an initial six-month probationary contract beginning on/about **January 7, 2008**. The necessary qualifications for this position are comparable to those of U.S. Embassy Senegal Foreign Service National (FSN) Level 7. Minimum qualifications and position duties are as follows:

Minimum Qualifications

- University degree or B.Sc. in business administration strongly preferred.
- Three years of related work experience, accounting or finance preferred
- Excellent verbal and written communication skills in both English and French equivalent to Level 4. Ability to understand, interpret, and communicate complex transactions, policies, procedures, issues and inquiries in both languages ;
- Mastery of software programs including Microsoft Word, Excel, Outlook email and calendar programs , and other software;
- Familiarity with US Government rules, regulations and procedures;
- Ability to meet deadlines, meticulous work habits, attention to detail, and the highest level of integrity and honesty required and to manage accounting records and analyze financial transactions, records, and reports
- Demonstrated ability to work independently, with limited supervision, extremely organized and detail-oriented in creating efficient processes.

Candidates should send a Curriculum Vitae (IN ENGLISH) and cover letter/letter of motivation (IN ENGLISH) addressing all of the minimum qualification to recruit@sn.peacecorps.gov with **Financial Assistant/Collections Manager** in the subject line. Copies of diplomas and reference information will be necessary if candidates are short-listed for an interview. **Only those candidates short-listed for an interview will be contacted.**

NO TELEPHONE CALLS PLEASE.

Application packets must be received no later than 17h00, Wednesday December 19, 2007.